



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

August 29, 2008

Mr. Paul Bonagura, Director
RWM Fiber Optics, Inc.
16627 Avalon Boulevard, Suite A
Carson, CA 90746

Dear Mr. Bonagura:

RE: FINAL MONITORING VISIT REPORT for RWM Fiber Optics, Inc., (RWM) - ET07-0132

Date of the Visit:	07/31/08
Beginning/Ending Time:	9:00 a.m. – 1:00 p.m.
Date of Last Visit:	03/20/08
Visit Location:	Carson
Persons in attendance:	Paul Bonagura, Director, RWM Fiber Optics Malkeea Jackson, Office Manager Elsa Wadzinski, ETP Contract Analyst
Action Required:	No

Term of Agreement:	08/08/06 – 08/07/08	Agreement Amount:	\$236,950
Training Start Date:	09/18/06	No. to Retain:	50
Date Training must be Completed:	03/06/08 or 05/06/08	Range of Hours:	120 – 262
Type of Trainee:	New Hire	Weighted Ave. Hours:	262

FINAL REPORT SUMMARY:

The Agreement was executed on August 29, 2006 and training began on September 18, 2006. Your project staff reported that all ETP training was completed on April 17, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement –

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

October 7, 2008. There were no Amendment or Modification requests made during the term of this Agreement.

According to project staff, of the 50 trainees specified on Chart 1, Exhibit A of the Agreement, 41 (82%) completed the minimum number of training hours required (120 hours) for reimbursement, have been placed and are anticipated to complete the retention period. Trainees in Job 1 received a total of 10,218, and in Job 2 a total of 262 hours of training. At a reimbursement rate of \$18.08 per hour for Jobs 1 and 2, RWM would earn approximately \$189,478 (80%) of the total ETP Agreement amount, assuming all other Agreement requirements are met. Since you have been paid \$118,475 to date, you will receive an additional \$71,003 in funding if the anticipated number to retain is verified during the final fiscal closeout. The Analyst commented that all funding to date is earned. Ms. Wadzinski reminded project staff that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement

You stated that, although you did not complete 100 percent of the training, RWM was able to provide participating employers with skilled technicians, trained specifically for the cable industry, who provide quality service for employers from day one. You also indicated that the trainees constantly expressed appreciation for the opportunity to receive training in an industry they feel holds a career path with job advancement.

In discussing what barriers you experienced in implementing your ETP program, project staff stated that the only barrier was the requirement to include a training category for Welfare to Work trainees. You commented that having no experience in specifically recruiting this population, and that added to the documentation requirements for this population, proved to be challenging.

Project staff reported that ETP's websites are user-friendly, and it was easy to learn the systems and enter data. You also commented that ETP staff provided good support throughout the Agreement. In closing, you stated that RWM has already has returned for another ETP contract which is scheduled to begin in August 2008.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	56	Completed Training:	41
Trainees Enrolled:	56	Completed Retention:	41
Dropped Following Enrollment:	10	In Retention Period:	0
No. Completed Minimum Reimbursable Hours :	41	Awaiting Placement:	0

ATTENDANCE ROSTERS/INVOICES:

The Analyst reviewed class/lab attendance rosters for 17 trainees listed on Invoices and 5 through 10 for Final Payments. The review sample consisted of records for training completed during the period 09/18/06 through 4/17/08. During this review, the Analyst found several dates entered on the ETP On-Line Tracking System were entered incorrectly.

The Analyst advised project staff that since Progress Payment 2 and Final Payments had already been submitted for several of these trainees, they would need to provide her with the names and last four digits of the trainees social security number, so Ms. Wadzinski can contact the Fiscal Unit to delete these trainees from the system, so the corrections can be made on the Tracking System and you would then submit another Final Invoice.

Ms. Wadzinski advised your staff that they should review all attendance records and compare it to the ETP Class/Lab Tracking System to insure that the training hours are documented correctly for final billing are documented accurately.

Project staff advised the Analyst that they reviewed all the attendance records and made the necessary date corrections on the ETP Tracking System on August 28, 2008. Ms. Wadzinski reviewed the information on the ETP Tracking System and confirmed that the corrections had been made.

The Analyst advised you and your that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date. Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442)]

AUDIT:

RWM will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood, Regional Office

Signature on file

Elsa Wadzinski, Contract Analyst
North Hollywood, Regional Office

cc: Malkeea Jackson, Office Manager
RWM Fiber Optics, Inc.

Brian McMahon, Executive Director
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 9/5/08